



TEXAS DEPARTMENT OF LICENSING & REGULATION
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***UNPAID* INTERNSHIP POSTING**

Regulatory Program Management/Building and Mechanical
Elimination of Architectural Barriers Intern
Program Specialist Unpaid Intern

Posting: RPM/AB Intern #01-22
Opening Date: 4/14/22
Closing Date: Until Filled

General Description

The Elimination of Architectural Barriers Intern is responsible to the Program Supervisor and Section Manager. The Elimination of Architectural Barriers Intern's role is to assist in auditing registered project closures, assisting with outreach presentations and materials, and performing research regarding ownership of registered projects. The Elimination of Architectural Barriers Intern is provided training to perform tasks and would learn about the requirements of a Registered Accessibility Specialist and the regulation of the Texas Accessibility Standards.

***The position will be located at the North Campus 1106 Clayton Ln. Austin, TX 78723.**

Essential Duties

- Assist with pending project closure requests, by auditing project file documents for compliance with the Registered Accessibility Specialist procedures.
- Assist with research on project information before filing complaints to the Enforcement Division.
- Assist with compiling training materials and presentations for outreach projects.
- Assist with upgrading physical files into digital format in the Texas Architectural Barriers online system.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team, while upholding the Agency's core values.
- Keeps management appropriately informed of ongoing activities and critical matters affecting the operations and well-being of the Programs and the Department.
- Adheres to all Department procedures and personnel policies and performs other related work as assigned.

Minimum Requirements:

Currently enrolled in an accredited four-year college or university with major coursework in construction, engineering, architecture, or a related field. Undergraduate applicants must have a minimum of 12 semester hours earned at the time the intern application is submitted. For fall and/or spring semester internships, undergraduate applicants must be currently enrolled in a minimum of 12 credit hours and graduate applicants must be currently enrolled in a minimum of 6 credit hours. Applicants must have an overall grade point average (GPA) of 2.5 or higher on a 4.0-grade point scale OR "Pass" on a Pass/Fail system. *Must have an internet connection, computer or laptop, and office workspace at home.*

Remarks:

Knowledge about the Elimination of Architectural Barriers program and how to read reports regarding compliance with the Texas Accessibility Standards. Skill in working in the Office 365 suite programs, such as Outlook, Teams, Word, PowerPoint, etc. maintain effective working relationships; to communicate effectively, verbally and in writing; and, to provide friendly, caring service to customers. Ability to assign/supervise the work of others; and, to train others.

Intern application may be downloaded from TDLR's website <https://www.tdlr.texas.gov/employ.htm>. E-mail or fax applications to: TDLR, Human Resources Office, Austin Texas 78711. Fax (512) 475-3377. E-mail Human.Resources@tdlr.texas.gov. **Resumes will not be accepted in lieu of State Applications. Applications not completely filled out may be rejected. Only typed applications will be considered.**

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.